

**RECORDS RETENTION AND DISPOSITION SCHEDULE  
GENERAL SCHEDULE NO. 10  
COUNTY AND MUNICIPAL GOVERNMENTS  
FIRE AND RESCUE DEPARTMENTS**

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The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

**APPROVED: Robert F. Nawrocki, CRM, STATE RECORDS ADMINISTRATOR**

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EFFECTIVE SCHEDULE DATE: February 19, 2004

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**CONDITIONS FOR RECORDS RETENTION AND DISPOSITION**

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et. seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with §§ 17VAC15-20-10, et. seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention."
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the Virginia Public Records Act, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Accident Files-Equipment and Vehicles</u> This series reports and documents the incidents which require the use of emergency services equipment by fire and rescue units.	007037	Retain 3 years after the incident, then destroy.
<u>Ambulance Run Files</u> This series documents the dispatching of the ambulance/emergency vehicle by the emergency center.	007044	Retain for 3 years after accident, then destroy.
<u>Arson and Suspected Arson Files</u> This series contains the documentation that is compiled during an investigation of a fire that may have been caused by arson. It may consist of lab reports, investigation reports, notes, correspondence and memorandums.	007047	Retain 20 years after close of investigation, then destroy in compliance with No. 8 on the schedule cover page.
<u>Building Plans</u> This series consists of blueprints and other building plans which detail the layout of the buildings in the service district. The series is used by fire and rescue personnel in determining how to respond to emergency situations.	007045	Retain until superseded or building has been demolished, then destroy.
<u>Call Tapes</u> This series is used to document the calls received by emergency services relating to incidents that may require a response by fire or rescue personnel.	007040	Retain for 60 days, then erase or destroy.

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<u>Emergency Medical Services Files (modified 2/19/04)</u> This series consists of the preliminary medical data and reports that are filed by emergency services personnel. The reports document the emergency medical procedures that were used during the incident. The medical and treatment information become a part of the patient medical record that is maintained by the hospital.	007046	Retain 6 years after date of incident, then destroy in compliance with No. 8 on schedule cover page. 45CFR164.528(b)
<u>Equipment Inspection and Repair Files</u> This series documents the inspection and repair of equipment used by fire and rescue personnel.	007038	Retain for the life of the equipment, then destroy.
<u>Equipment Inspection Reports</u> This series is used to provide routine reporting of the inspection and maintenance of emergency services equipment.	007039	Retain for 3 years after inspection, then destroy.
<u>Fire Alarm Reports</u> This series documents the fire alarms received by emergency services personnel.	007042	Retain 3 years after report is created, then destroy.
<u>Fire and Safety Inspections</u> This series documents the inspections carried out by emergency services personnel to check compliance with the various codes and standards for fire and safety.	007043	Retain until superseded by new inspection, then destroy.



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<u>Hazardous Materials Files (added 2/19/04)</u> This series documents the incidents that require the use of emergency services personnel who respond to situations that include hazardous materials. The series may consist of reports, memoranda, lab reports, and other related materials. The Department of Emergency Management Services contracts with various localities to provide hazmat response	007100	Retain 5 years after the date of the incident, then destroy.
<u>Logs and Other Records</u> This series is used to document the calls received by emergency services relating to incidents that may require a response by fire or rescue personnel. This log is used to maintain a longer record of the calls than series 007040 "Call Tapes."	007041	Retain for 2 years, then destroy.
<u>Non-Arson Fire Investigation Files (added 2/19/04)</u> This series contains the documentation that is compiled during the investigation of a fire that is determined to not have been caused by arson. The file may consist of lab reports, investigation reports, notes, and other related data	007101	Retain 5 years after close of investigation, then destroy in compliance with No. 8 on schedule cover page.
<u>Parking Tickets (added 2/19/04)</u> This series consists of copies of parking tickets that were issued by the locality for parking violations in emergency zones	007102	Retain 2 years after issuing, then destroy.
<u>Permit Files (added 2/19/04)</u> This series documents the issuing of permits by the locality to allow the use of fire, explosives, fireworks, fumigation, tents, etc. at various functions.	007103	Retain 2 years after permit expiration, then destroy.